



FY 2022 Maryland Victims of Crime Grant Notice of Funding Availability (NOFA)

Online Submission Deadline: June 4, 2021, 3 PM

**Funded by:
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services
100 Community Place
Crownsville, Maryland 21032-2022
(410) 697-9338
www.goccp.maryland.gov

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

ELIGIBILITY

The Maryland Victims of Crime grant is an annual grant intended for and to be used exclusively to provide services to victims of crimes in the state of Maryland. Funding through this application is available to state and local government agencies, local law enforcement, and non-profit, non-governmental victim services programs including faith-based and community organizations.

IMPORTANT LINKS

Application Instructions: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grants Management System (GMS):
<http://goccp.maryland.gov/grants/>

GMS submission is required; Hard copy applications are not accepted.

Purpose:

Thank you for applying for the **Maryland Victims of Crime Program (MVOC)** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)** and the **Maryland State Board of Victim Services (MSBVS)**. The primary purpose of MVOC is to improve victim services by ensuring compliance with victims' rights through advocacy and support services. This supports the Office's objective of improving victim services for Maryland residents by establishing resources to assist victims in achieving self-sufficiency, improving safety, and ensuring victims are aware of their rights and the services available.

If you need application assistance, please contact:

David Blum, Maryland Victims of Crime Program Manager

David.Blum@Maryland.gov

Justice Schisler, Chief of Programs

Justice.Schisler@Maryland.gov

If you need assistance with program criteria or have questions on program design, please contact:

Heather Amador, Program and Policy Administrator of Victim Services

Heather.Amador@Maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The Office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

A. General

The following entities in Maryland are eligible to submit one application for MVOC funding:

- State government agencies
- Local government agencies
- Non-profit, non-governmental victim services programs including faith based and community organizations
- Local law enforcement

B. Non-profit – 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501(c)(3) status can be found on the Internal Revenue Service website (www.irs.gov); search for Publication 557, “Tax-Exempt Status for Your Organization”. If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

C. Faith-Based Organizations

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor’s Office of Crime Prevention, Youth, and Victim Services (Office)

B. Opportunity Title

Maryland Victims of Crime Program (MVOC)

C. Funding

The Office, along with the MSBVS, has made \$600,000 available for a multi-year award program and anticipates making 12-14 awards not to exceed \$50,000 for FY 2022 with the possibility of a second year of level funding for FY 2023 provided the program is in good standing and demonstrating positive outcomes. Specifically, the Office will provide a second year of continuation funding, contingent on the availability of funding, if the subrecipient shows success through the submission of quantitative metrics including outcome based performance measures within quarterly and annual reporting.

Continuation awards should not have substantial changes to the project’s aims or approaches. If proposing substantial changes, a new application will need to be submitted. The Office has incorporated these new guidelines to make the application process more efficient and customer friendly. Subrecipients will not be required to submit a second application for continuation funding next year provided the program is in good standing. Year one applications that meet this criteria will be duplicated in the Grants Management System (GMS), with the same budgets as year one, to

create the year two awards. When year two grants have been awarded, subrecipients will be required to upload the new award documents in the GMS (Notification of Project Commencement and the Grant Award and Acceptance Letter). Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.

All funding is contingent upon the final approval of the Governor's Office of Crime Prevention, Youth, and Victim Services' budget during [Maryland's 2021 Legislative Session of the General Assembly](#).

D. Submission Date

June 4, 2021 by 3 PM

E. Anticipated Period of Performance

July 1, 2021 to June 30, 2022

F. Funding Opportunity Description

The MVOC fund was created by the Maryland General Assembly during the 1991 Legislative Session. The legislation created a source of revenue for programs across Maryland serving victims of crime. The primary purpose of MVOC is to ensure implementation of the Declaration of Crime Victims' Rights Amendment to the Maryland Constitution and the Federal Guidelines for Treatment of and Assistance to Crime Victims and Witnesses, along with other laws adopted to benefit victims and witnesses of crime. MVOC provides advocacy and support services to victims of crime for the purpose of developing new services, enhancing existing programs, or providing additional assistance for crime victims and witnesses, or for services that directly support a specific population of victims.

The MSBVS has identified the following state priority areas, although funding of other initiatives is also permitted:

- Direct services for victims of crime
- Victim service providers in law enforcement
- Victim/witness service providers in state's attorney's offices
- Enhanced services and support for child advocacy centers
- Enhanced services to crime victims that aid and promote the distribution of mandated brochures and educate them on their rights according to Maryland law

III. PROGRAM REQUIREMENTS

A. Program Purpose Areas

Applications supported by MVOC must incorporate one of the following purpose areas:

- Coordinating services for crime victims from first response through the criminal justice system and beyond which include those individuals in law enforcement, prosecutors' offices, courts, victim service agencies, other state agencies, and non-governmental organizations serving crime victims;
- Expanding and enhancing awareness and training on [Adverse Childhood Experiences \(ACEs\)](#) and promoting trauma-informed practices.
- Implementing programs that address Adverse Childhood Experiences, such as [Handle with Care](#).
- Developing, enlarging, or strengthening victim service programs including private non-profit organizations, police victim/witness sections, and district/circuit court victim/witness units;
- Developing or improving the delivery of crime victim services to underserved populations;
- Providing support to specialized domestic violence advocates in courts where a significant number of protection orders are granted;
- Developing, expanding, or strengthening crime victim programs addressing non-English speaking

citizens;

- Providing state, regional, federal, and national training for crime victim service providers as a sole project for an application or as an addition to a project. Topics may include, but are not limited to: communicating and networking with victim/witness service providers, cross training, interaction/communication with crime victims (i.e., first response, status of case, progress of case), judicial accountability, diversity/language barriers, understanding sexual violence, the dynamics of domestic violence, referring victims for follow-up services, promotion of Jane Doe reporting, and cultural sensitivity;
- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- Implementing community-driven initiatives to address the needs of crime victims who are included in underserved populations such as people with disabilities, elder victims of crime, and children of physical and sexual abuse;
- Developing and implementing standardized data collection, tracking, and reporting software and processes statewide to ensure timely and accurate outcome measurement capability;
- Developing and implementing an integrated, secure and confidential victim services communication system and protocol for use between victim service organizations, law enforcement, and allied professionals;
- Increasing accessibility to services for crime victims including transportation needs;
- Increasing accessibility to services for non-english speaking victims through the use of bilingual counselors, case managers, social workers, and victim-witness advocates. Staffing increases will maximize victim service and operational capacity;
- Expanding the use of social media and other public platforms to provide mobile access to victim services and resources (e.g., support groups, online chatting with VSO, and educational/self-help webinars);
- Developing and launching a public awareness and outreach campaign for victim services;
- Establishing resources to aid victims to become self sufficient (i.e. job training, resume building, computer literacy, etc.);
- Implementing a law enforcement based victim advocacy program;
- Enhancing legal services for victims by distributing additional resources to provide legal and witness victim advocate; and
- Developing and expanding the use of hospital-based domestic violence or sexual assault programs.

B. Performance Measures

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes that directly support the Governor's Office of Crime Prevention, Youth, and Victim Services' objective of improving victim services for Maryland residents by identifying and establishing resources to assist victims in achieving self sufficiency, improving victim safety, and ensuring victims and the community are aware of their rights and resources. Data for this could be collected by the following means:

- Short surveys asking about the victim's experience relating to these measures (Awareness of Services and Resources)
- Number of victims given brochures, program attempts to conduct outreach or prevention services, etc. (Awareness of Services and Resources, Self-Sufficiency)
- Number of sessions conducted with victim/family/other providers or stakeholders i.e. counseling, intake, impromptu, court accompanying etc. (Safety/Self-Sufficiency and Awareness of Services and Resources)

All grants awarded under this funding opportunity will be required to report on the following mandatory

performance measures:

- Number of victims served.
- Number of victim responses to your Performance Measure assessment tool.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.
- Number of new human trafficking victims served.
- Number of total human trafficking victims served.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Office's web-based application process, which may be accessed through the homepage: www.goccp.maryland.gov by clicking on **GRANTS MANAGEMENT SYSTEM**, or going directly to the login screen using the web URL: <https://grants.goccp.maryland.gov>.

In order to use the Office's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is May 21, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Office, but *do not have your User ID*, or are having *technical issues with the system*, contact the Office's Helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program specific information required in the online application, please contact David Blum at David.Blum@maryland.gov.

The online application must be submitted no later than 3:00 PM on June 4, 2021.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](http://goccp.maryland.gov/grants/gms-help-videos/) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

Applicants are encouraged to utilize other available opportunities for technical assistance (TA) from national providers to complement program initiation or facilitate the adoption of risk/vulnerability/threat assessment tools used to address victims of crime.

The Governor's Office of Crime Prevention, Youth and Victim Services will conduct a **technical assistance conference call** to provide further application assistance and to answer questions. The MVOC technical assistance call will be held from 1:00PM - 2:00 PM on May 25, 2021.

Call in number: +1 617-675-4444

PIN: 862 397 903 0558#

Meeting Link: <https://meet.google.com/bzg-fjup-bry?authuser=0>

VI. IMPORTANT DATES

Deadline to Request a User ID	May 21, 2021
Application Technical Assistance (Phone/Webinar)	May 25, 2021
Deadline to Submit an Online Application	June 4, 2021
Letters of Intent/Denial Letters Emailed	June, 2021
Award Packets Emailed	June/July 2021
Sub-award Start Date	July 1, 2021
Sub-award End Date	June 30, 2022

VII. APPLICATION EVALUATION

The Office, along with the Maryland State Board of Victim Services, will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

MVOC is a competitive application process. The Office may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, The Office staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- The Office audit findings and risk assessments
- Performance history with previous awards with the Office

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under MVOC for FY 2022 will begin July 1, 2021 and end on June 30, 2022. Funds are paid on a reimbursable basis.

B. Unallowable Costs

The following services, activities, and costs cannot be supported with MVOC funds at the subrecipient level:

- Lobbying and administrative advocacy
- Perpetrator rehabilitation and counseling
- Audit costs
- Property insurance
- Printing
- Telephone/fax
- Food/beverage (the only exception is the allowance of food expenses for per diem for travel)
- Trinkets such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc.)

The list above is not exhaustive. The Office reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

C. Consultant Rates

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Office will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System (GMS). All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the GMS, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

The Office encourages the use of Electronic Funds Transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GAD_X10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Supplanting is the use of Office grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must be used to supplement your organization's existing budget and may not replace any funds that were already included in your entity's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals
 - ☐ Program Strategy
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment (if required)
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Operating Expenses
 - ☐ Travel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

*More information on each item above can be found in the [NOFA Application Instructions](#).

Additional Applicant Resources:

- Code for Federal Regulation Title 2 CFR: https://ecfr.io/Title-02/cfr200_main
- Maryland Code: <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>
- Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedoj/overview>
- FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>
- 211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>
- Maryland Hate Crimes Hotline: 1-866-481-8361